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28 March 1947

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS
ASSISTANT DIRECTOR FOR OFFICE OF OPERATIONS
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
ASSISTANT DIRECTOR FOR COLLECTION & DISSEMINATION
CHIEF, INTERDEPARTMENTAL STAFF

FROM: EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

SUBJECT: Travel Expenses.

1. The attention of all personnel is invited to the fact that Government funds cannot be obligated for travel expenses of any kind (taxi fares, railroad tickets, parking lots, meals, etc.), without prior approval from the officials authorized to approve travel of individuals (See C.I.G. Administrative Order [REDACTED])

STATINTL

2. For travel within the limits of the District of Columbia, Government transportation is furnished. No expenses will be authorized for travel within the District of Columbia (except for persons traveling under competent orders), without prior approval of the Director, Deputy Director, or Executive for Personnel and Administration.

3. Assistant Directors and chiefs of offices will take the necessary steps to see that the contents of this memorandum are brought to the attention of the personnel of their offices.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Colonel, AGD
Executive for Personnel and
Administration

cc: Gen. E. K. Wright
Finance Division (Saunders)
Personnel Division (Lightsey)
Central Records

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